

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF COMMUNITY AFFAIRS**

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**CDBG**

**Community Development Block Grant Program**

**MANAGEMENT MEMORANDUM**

**Memorandum Number 03-09**

**TO: All Eligible Jurisdictions and Interested Parties**

**DATE: October 9, 2003**

**SUBJECT: Notice of Application Training Workshop Dates and Locations**

**Purpose of this memo**

1. To notify all eligible jurisdictions and interested parties of the dates and locations of application training workshops. Each year at the beginning of the annual funding cycle for General, Colonias and Native American Allocation funds, the State CDBG program conducts application training workshops. These workshops provide information to interested jurisdictions about the availability of funds and how to prepare the application package. State CDBG staff will be available before and after the workshops to meet with interested parties to discuss specific funding proposals.
2. The Notice of Funding Availability (NOFA) pertaining to these workshops is being mailed on or about October 17, 2003.

Note: Application packages will be available either on our web site or hard copies will be available on October 28, 2003 and they will also be available at all application training workshops.

**Workshop contents**

These workshops provide information to eligible jurisdictions and interested parties about the availability of funds and how to prepare the application package.

**Who should attend?**

These workshops are most important to those jurisdictions intending to submit a General, Colonias and/or Native American Allocation application in the FY 2004-05 funding round. Jurisdictions and interested parties should plan to attend the workshop in their region. **Travel to these workshops is an allowable CDBG expense under general administration.** CDBG Field Representatives from each region will be available for consultation at the workshops.

**Dates and locations:** This year, CDBG staff will present seven workshops around the State. The workshops will run from 9:00 a.m. to approximately 4:00 p.m. There is no need to make reservations and there is no registration fee. See attached listing of scheduled application workshop locations.

If you have any questions please call (916) 263-0485 or contact your field representative.

**SPECIAL NEEDS:** The training locations are accessible to persons with physical disabilities. Persons who need auxiliary aids or services, such as interpreters for persons who are hearing impaired, a reader, large print or Braille, are requested to contact the state CDBG program's Equal Opportunity Specialist, Liz Fitzgerald at 916-263-0470 no less than three weeks before the event so that appropriate arrangements can be made.

Individuals with hearing impairments can use the California Relay system to call Liz Fitzgerald by simply dialing 711. If this does not work then you can dial 1-800-735-2922 or if you are using a TTY then you can dial 1-800-735-2929 and they will assist you in contacting Ms. Fitzgerald.

## Schedule of Locations *for* CDBG Application Training Workshops

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<u>Date</u>	<u>Location</u>	
Tuesday, <b>October 28, 2003</b>	<b>Eureka</b>	Humboldt County Office of Education 901 Myrtle Avenue Sequoia Room A Eureka, CA
Thursday, <b>October 30, 2003</b>	<b>Anderson</b>	City of Anderson City Hall Community Center 1887 Howard Street Anderson, CA 96007
Tuesday, <b>November 4, 2003</b>	<b>Kettleman City</b>	Kettleman Community Center 75 Fifth Street Kettleman City, CA
Wednesday, <b>November 5, 2003</b>	<b>Madera</b>	Madera County Library 121 No. G Street Madera, CA 93637
(Free parking across the street in the county parking lot)		
Friday, <b>November 7, 2003</b>	<b>Sacramento</b>	Department of Housing and Community Development 1800 3 <sup>rd</sup> Street, Room 183/185 Sacramento, CA
Thursday, <b>November 13, 2003</b>	<b>San Diego</b>	San Diego Association of Government Wells Fargo Plaza Building 401 B Street, Suite 800 7th Floor Board Room San Diego, California 92101
Friday, <b>November 14, 2003</b>	<b>Santa Barbara</b>	County of Santa Barbara Board of Supervisors Conference Room 4 <sup>th</sup> floor 105 East Anapamu Street Santa Barbara, CA 93101

# Proposed Agenda

## **2004 State CDBG Application Preparation Workshop**

9:00 – 9:15	Registration and Introductions
9:15 – 9:45	ABC's CDBG Program Changes The Application Scoring Process <ul style="list-style-type: none"><li>• What was funded</li><li>• Common errors</li></ul>
9:45 -10:15	Review of Application Forms <ul style="list-style-type: none"><li>• Resolution</li><li>• Statement of Assurances</li><li>• Maps</li></ul>
10:15 – 10:30	<b>Break</b>
10:30 – 12:00	Overview Community Facilities and Public Services  Overview Housing Rehabilitation  Overview Housing New Construction and Housing Acquisition Activities  Overview Public Works
12:00 -1:00	<b>Lunch Break</b> On your own
1:00-2:15	Model activity descriptions forms from 2003 funding cycle <ul style="list-style-type: none"><li>• Housing Rehabilitation</li><li>• New Construction</li><li>• Housing Acquisition</li><li>• Community Facilities/Public Services</li><li>• Public Works</li></ul>

2:15-2:30

## **Break**

2:30 - 4:00

Citizen Participation in preparing an application

Review of P/TA Application process

4:00

Questions and Answers

